

**Subject:** RE: DTLA Marketing Roundtable Meeting 11/21  
**From:** "Michael Filson" <@>  
**Date:** 11/18/2016 03:47 PM  
**To:** amendonca@ccala.org

Amy,

You're on it! I will need your help on Monday to set-up the room, chairs, etc. I prepare the presentations so you don't need to worry about that. J

**Mike Filson**  
Community Relations Manager

 <https://www.downtov>

**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: 213-416-7524 | Fax: 213-624-0858  
Web: [DowntownLA.com](http://DowntownLA.com)



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**From:** Amy Mendonca  
**Sent:** Friday, November 18, 2016 3:33 PM  
**To:** Michael Filson  
**Subject:** DTLA Marketing Roundtable Meeting 11/21

Hi Mike,

I saw on the calendar that there is a DTLA Marketing Roundtable Meeting at 2 pm on Monday. Would you like me to set up anything for your meeting, like drinks or documents? Do you need food, and if so, has it been ordered? Do you have a list of the attendees so that I can give it to security? Please also send me any presentations you would like me to set up on the TV in the conference room!

Thank you!

Amy

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**Amy Mendonca**

Office Assistant

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[ccala.org](http://ccala.org)



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